

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: INTERPRETER (Foreign Language)

POSITION LOCATION: ASDB

POSITION REPORTS TO: Media Specialist III

POSITION SUPERVISES: None

POSITION GOAL: To interpret meetings and translate some written documents into Spanish

MINIMUM QUALIFICATIONS: High School diploma and education or experience related to Spanish translation and interpretation

PREFERRED QUALIFICATIONS: Specific training in Spanish translation and interpretation

MAJOR DUTIES AND RESPONSIBILITIES: Interpreting in legally mandated meetings, parent meetings, and special conferences with parents. Written translations of policies, forms, reports, and health care communications.

KNOWLEDGE AND SKILLS: Knowledge of Spanish to accurately interpret and translate, knowledge of English; willingness to learn the meaning of special education terminology and the vocabulary of deaf and visually handicapped education, as well as medical terminology; willingness to attend training sessions and participate in developing consistency in translation of Spanish related to some specific special education situations

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.

PAY PLAN: <u>FRLANG</u>	Grade: <u>FRL</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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